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ABSTRACT

Practical guidelines to help faculty members plan sabbaticals abroad are presented. It is recommended that plans be begun two years prior to the departure time in order to prepare a proposal if necessary, secure funding, and make housing and schooling arrangements for the family. Specific funding sources are identified, including U.S. federal agencies, private foundations, learned societies, foreign governments, or international organizations. Publications that can provide additional information of funding sources are listed. Notes on writing the proposal and general criteria for interviews for teaching positions and seminars are presented, along with a suggested timetable for securing a grant. Opportunities for participating in a teaching exchange are also listed. The following aspects of the relocation process are covered: the passport, a visa, schooling for dependents, housing arrangements, what to do at home, U.S. taxes, choosing an airplane flight, vaccinations and shots, finances (sending money abroad, changing currency, credit cards), learning about the foreign culture, packing, medical insurance coverage while abroad, medical problems, prescriptions, transportation abroad, customs regulations, and receiving mail overseas. A checklist to aid planning is included. Appended materials include the following: official university bylaws regarding leaves of absence, useful international organizations, visa information and embassy addresses, worldwide climate chart. (SW)

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Faculty Handbook for Sabbaticals Abroad

by

Sally Innis Klitz

The Office for International Education and Development
U-6, The Graduate School
The University of Connecticut
Storrs, CT 06268

1980

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The Office for International Education and Development (OIED) was established in 1979 to coordinate and further develop the University's international activities in the areas of instruction, research and public service. The Director, an Associate Dean of the Graduate School, is aided by two Program Specialists and a Senior Secretary.

The OIED publishes a quarterly newsletter, International Studies Report, to inform University and external constituencies about the ongoing and planned international activities of faculty, students, administration, University alumni and Connecticut educational and business groups interested in international programs.

The main task of the OIED is to provide administrative support to faculty members and groups concerned with interdisciplinary cross-cultural and international teaching, research and public service programs.

The OIED's special functions include:

- assisting faculty in developing research proposals in areas related to international studies;
- administrative assistance to faculty interested in developing international studies programs or internationalizing the existing curriculum;
- helping faculty and professional staff to identify UConn colleagues with similar interests;
- identifying UConn faculty qualified to participate in overseas educational and technical assistance programs;
- informing the University community of the arrival of visiting scholars from foreign countries and to help with arrangements for these visitors;
- assisting UConn faculty interested in a sabbatical abroad to link up with foreign institutions and possible funding agencies;
- assistance and staff support for the formation of policies with respect to the establishment, administration and development of international education at the University of Connecticut;
- the administrative and fiscal management of group research abroad;
- the coordination of international faculty and student exchanges, statewide and international outreach programs, and consulting arrangements.

Publications:

- Directory of International Education at the University of Connecticut
- Faculty Handbook for Sabbaticals Abroad
- Faculty Directory in International Studies
- International Studies Report

INTRODUCTION

This guide is designed to help you as you plan your sabbatical abroad. It is general in scope rather than specific and therefore cannot provide precise information to all faculty in all disciplines, with regard to an actual proposal. We do hope, however, that this booklet will offer helpful advice in many of the more practical areas of moving a family abroad for a semester or two.

We recommend that you begin formulating your plans two years prior to your departure. This will allow you ample time to write a proposal if necessary, to secure funding, and to make housing and schooling arrangements for your family.

Suggestions for writing the proposal are general, but are applicable to most situations. Alexandra Van Gelder, Office of Research Development, has prepared an External Grants Handbook which gives detailed suggestions about proposal emphases and institutional procedure.

The OIED staff is ready to assist you in any way we can with all aspects of your planning.

Director: Rudolf L. Tőkés
Program Specialists:
Mal Bochner
Sally Innis-Klitz
Secretary: Kathy Labbe

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FUNDING SOURCES

Before examining funding possibilities, you should decide what you want to do (teach, do research, or write) and where you want to go. Generally speaking, most funding agencies require some correlation between your academic objectives and the area to which you want to go.

There are several types of sources of funding for your international research, study or teaching: U.S. federal agencies, private foundations, learned societies, foreign governments or international organizations. Sandy Van Gelder's office in the Research Foundation will do a complete funding search for you. The OIED staff will assist with the development of a proposal and the interpretation of guidelines.

Most competitions are held one year before the award. For example, deadlines for 1982-83 grants generally fall between July and November 1981. The Research Foundation and the OIED library contain directories of financial aid for international activities and announcements of current programs and deadlines.

Federal Programs

The U.S. federal commitment to "internationalizing" our collective world view (under the previous administration) is evidenced by the increased numbers of programs and cultural exchanges designed to improve our level of international consciousness. Even with the present administration's budget cuts for educational activities, U.S. government sources are still probably the best avenues of support for international research, teaching, or collaboration. For example, the National Institute of Health, the National Science Foundation, U.S. Department of Education, and the International Communications Agency actively support international activities.

Private Foundations

Most U.S. private foundations have a poor record of support dollars for international activities. There are only a few which consistently award grants in this area--Ford, Rockefeller, Lilly, Kellogg, Carnegie, Mellon, Tinker. Half of the total yearly grant dollars go to agencies outside of the U.S. and the amounts of grants to individuals cannot compare with federal sources. Nevertheless, you should be familiar with all possible types of funding.

Learned Societies

The learned societies are professional academic associations which promote scholarship and serve the needs of their members through publications, meetings and financial support. Many of the learned societies fund programs for international study, research and/or travel.

Foreign Support

The governments of several countries, the most active of which is West Germany, have recently increased their funding for programs designed to promote a better understanding between countries through educational exchange. Many of the programs offer scholarship aid to students, cultural enrichment travel funds and support for research.

The Chinese government has been eagerly seeking American expertise in the areas of health care, technology and English language instruction.

RISE (Register for International Service in Education) is a computer-based referral service designed to enable foreign universities and agencies to locate qualified U.S. scholars for teaching, research or consulting assignments, mostly in developing countries. U.S. scholars wishing to register should write to: Office of Program Development, RISE, Institute of International Education, 809 United Nations Plaza, New York, NY 10017.

Other foreign sources for grant support are corporate-giving programs and foundations like the Japan Foundation. They usually have limited objectives, but you should investigate all possibilities.

International Organizations

One of UNESCO's (United Nations Educational Scientific and Cultural Organization) major goals is educational reform. Its programs include educational planning and the training of educational personnel, especially technical vocational education, in the developing world. Half of UNESCO's budget is spent on cultural and communications activities. The organization is trying to encourage greater participation of U.S. universities in UNESCO projects. For information write to Division of International Education, U.S. Department of Education, Washington, D.C. 20202.

The World Bank (International Bank for Reconstruction and Development) makes loans for projects in developing countries. The loans go directly to the countries -- no loans are made to U.S. groups. However, in many instances the projects themselves involve U.S. universities and faculty as consultants. The Bank has in recent years moved away from capital development projects to human development. Curriculum reform is a major concern at the moment. To be put on their mailing list for press releases, write to Information Office, International Bank for Reconstruction and Development, 1818 H Street, Washington, D.C. 20433.

The Commission of the European Communities award grants to scholars who will undertake research on European integration. Information is available from the Commission of the European Communities, 200 Rue de la Loi, Brussels, B-1049 Belgium.

The Organization of American States (OAS) provides technical assistance programs in human resource development--consulting, training, research or feasibility studies. Priority is given to education as a pre-condition for development. Social and economic needs are tied to the educational infrastructure. The OAS policy emphasizes 1) the development of activities in response to requests from member countries, 2) multinational efforts, each member giving what it can to benefit all, 3) strengthing existing national institutions rather than creating new ones. Non-technical OAS activities include tourism, preservation of historical heritage, promotion of the arts, and general development studies. More information can be obtained from OAS-PAU, 826 Organization of American States, Washington, D.C. 20006.

NATO (North Atlantic Treaty Organization) offers research grants through the National Science Foundation for scientific research, and through the Council for International Exchange of Scholars for political, economic or social research. The aim of the NATO CIES grants is to promote the study of issues relevant to the North Atlantic Alliance, such as the pursuit of détente in East-West relations, economic problems of the West and financing defense, shared cultural values among NATO countries, legal aspects of allied cooperation, etc. The NSF NATO grants are specifically for scientific collaboration between members of the Alliance through joint basic research projects.

Other Programs and Administrative Agencies of the U.S.

The Fulbright-Hays Awards

The Mutual Educational and Cultural Exchange Act of 1961, called Fulbright-Hays, was enacted to "enable the government of the United States to increase mutual understanding between the people of the United States and the people of other countries." The USICA (International Communication Agency) is responsible for a variety of Fulbright programs which are administered through binational commissions in more than forty countries in cooperation with three U.S. organizations: Council for International Exchange of Scholars (CIES), US Dept. of Education, and the Institute of International Education (IIE).

The IIE in New York handles Fulbright grants for graduate study or dissertation research abroad.

The U.S. Department of Education administers Fulbright programs for teaching exchanges and seminars for elementary and secondary teachers, college instructors and assistant professors, faculty research abroad and doctoral dissertation research.

Of most interest to our faculty are the Fulbright grants for university teaching and advanced research abroad which are awarded by the CIES. The Council receives about three thousand applications each year; only five hundred are selected. Competition is especially keen for English-speaking countries and Western Europe. Applications for developing countries are light and openings are sometimes left unfilled. The OIED periodically receives a listing of unfilled Fulbright positions abroad.

All applications received by the CIES are reviewed by the Council, assisted by a disciplinary screening committee. First eliminations are made and the remaining applications go to a geographic area committee which makes the nominations. If several people are nominated for the same position, the Fulbright commission in the participating country will make the decision.

A personal letter of invitation from the foreign institution will favorably influence a decision.

Although the official deadlines for CIES Fulbright applications are June 1 and July 1 (depending on geographic area), the Council will accept applications at any time and in some instances will waive the deadline for unfilled positions.

The International Research and Exchanges Board (IREX)

IREX was established in 1969 by the American Council of Learned Societies and the Social Science Research Council to administer academic exchange programs with the socialist countries of Eastern Europe and the USSR. They sponsor programs for research, language study, faculty exchanges, public and cultural affairs, collaborative activities and travel. The OIED has detailed information about the IREX programs.

The foregoing is a very incomplete list of granting possibilities. Please visit the OIED office or the Research Foundation for complete information.

Sources of Funding Information

The following directories will help you to identify all possible grant opportunities, domestic and foreign.

1. Catalog of Federal Domestic Assistance, available in Government Publications of the main library, and from the Research Foundation in the Graduate School. Lists all federal programs with names, addresses and phone numbers of agency representatives.

2. Federal Register, available in Government Publications and in the Research Foundation office. A periodical for making to the public federal agency regulations and deadline notices.

3. Commerce Business Daily, available in Government Publications and from the Research Foundation. Carries announcements of program opportunities through federal contracts, with requests for potential bidders' statement of interests and qualifications.

4. Foundation Directory, available in the Reference Dept. of the main library, and from the Research Foundation. Lists activities, purposes and funding ranges of foundations.

5. Annual Register of Grant Support, available in the Reference Dept. and from the Research Foundation. A well-indexed source of both private and federal programs.

6. Grants and Aid to Individuals in the Arts, available in the Reference Dept. Lists grant opportunities for scholars in the arts.

7. The Complete Grants Sourcebook for Higher Education, available from the Research Foundation. Lists private and corporate foundations and federal agency programs. Excellent.

8. In addition to the above directories, the Research Foundation subscribes to the following publications:

Federal Research Reports, a bi-weekly posting current deadlines;

Chronicle of Higher Education;

Grants Magazine;

Grants Administration Manual;

Humanities;

NSF Grant Policy Manual, and Directory of NSF Programs;

Foundation News;

Grantsmanship Center News;

News Notes and Deadlines;

University Research News; and

program announcements for each federal agency describing in detail their programs and guidelines.

Stuart Wilson's office at the Health Center also has some information on international activities and funding possibilities for medical faculty. (674-3173).

The Granting Agency

Once you have selected the appropriate agency or agencies to whom you wish to apply, utilize the assistance which the agencies usually offer to applicants.

-Obtain a copy of the guidelines and applications.
-There is usually a program officer assigned to specific areas or disciplines. Find out who that is and make a personal contact. These people are there to help you and are completely familiar with the guidelines and trends.
-A personal visit to the agency or foundation is very useful. The program officer will usually sit down with you to advise you on your proposal.

-Ask for a list of recent grantees to see the types of activities currently being supported.
-If you can get a complete proposal that was recently funded by the agency to which you are applying, this will give you an exact idea of what approach to take.

WRITING THE PROPOSAL

We cannot stress enough the importance of a neat, concise, literate proposal. The more clearly stated the problem, the more uncluttered the prose, the greater the chances are of being funded. No one is impressed by polysyllabic educationese; just say what you want to do, how you are going to do it, and why, in the simplest way possible.

Great tomes have already been written on grantsmanship, so we will not go into detail here. The OIED library contains several handbooks on good proposal writing which can be checked out.

Before proceeding with the actual writing, consider the following points:

-Carefully evaluate the priority of the proposal with respect to the grantor; be sure you are applying to the right agency.
-Demonstrate a knowledge of work relevant to your proposal that has already been done.
-Show that your project has been selectively chosen, that it is important, that its purpose, scope and design are distinctive.
-The proposal should identify a specific problem with a clear-cut solution as the ultimate goal. Be specific.
-Remember that all grantors want to have some way to measure results, particularly the "multiplier effect" of results.
-The budget should be carefully prepared to be congruent with actual needs. Be prepared to defend every penny you ask for. This is the most difficult part of a proposal.
-Be sure to elaborate your academic qualifications: related activities and publications, post graduate experience, knowledge of the host country, language proficiency, professional contacts you maintain in that country, etc.
-Demonstrate why your project must be carried out in the country to which you are applying to go.

When you receive the application from the agency, make a copy or two to reserve for the final submission. Some agencies, particularly government agencies, will only give you one set at a time. Do not risk missing the deadline because you lose or spill coffee on your only copy of the application form.

Read the guidelines meticulously and follow them accurately. If they stipulate a five-page double-spaced proposal, do not submit ten pages of single-spaced type. When you write, stick to the basics.

After you have completed your first draft of the proposal, give it to a colleague or friend and/or to one of the OIED staff for editorial suggestions.

When the final copy is completed call the Research Foundation Typing Pool to arrange to have the proposal typed. (486-3337). It should be given to the typist three weeks before you want it back. The proposals are typed professionally and are put on tape, making corrections quick and easy. Typing is done on a first-come-first serve basis, but proposals are given top priority.

Proofread the final copy very carefully. Make the necessary corrections, fill in the application (type) and mail the package in time to comply with the deadline. Mail it "Return Receipt Requested" or "Certified". The date of mailing must be legible on the postmark.

If your award involves a personal appearance before an interviewing committee, the following information might be helpful. Personality and personal suitability are primary considerations for some awards which emphasize cultural exchange, such as the Fulbright Teacher Exchange program of the Department of Education. The following are their own guidelines for the interviewing committee.

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INSTRUCTIONS FOR MEMBERS OF
REGIONAL INTERVIEWING COMMITTEES

The personal interview is regarded as an unbiased appraisal of an applicant's personality, appearance, probable adaptability and general suitability for the program. The Department of Education's staff members rely on the judgment of regional interviewing committees to assist them in determining whether a good "paper candidate" will really be an effective exchange teacher or seminar participant. The Committee should give attention to or formulate questions which will bring out the following:

1. General Criteria for Interviews - Teaching Positions and Seminars

a. Seriousness of Purpose

Why is the applicant applying for participation in the program? Does the applicant have the desire to contribute to the aims of the program and to increase his/her professional development and competence through an experience abroad?

b. Personal Interaction

Does the applicant appear to have the ability to meet people effectively and to make friends easily? Is the applicant more inclined to be an introvert or extrovert? Is he/she able to respond tactfully to controversial questions? Does his/her conversation suggest tolerance and ability to see another person's point of view? Does he/she give the impression of having poise and maturity?

c. Professional Status and Development

Is the applicant able to give a realistic statement of his/her professional aims and ideals? Do his/her comments reflect a keen interest in the teaching profession and does he/she seem likely to remain a teacher? Does the applicant indicate some knowledge and understanding of domestic and world affairs? Would he/she be able to interpret America effectively to people in other countries? Has he/she the ability to gain new insights and understanding of foreign countries and peoples and to transmit them to students and other Americans?

d. General Impression

Is the applicant's appearance such that he/she is apt to make a favorable impression on people of another culture?

e. Adaptability

What might the applicant's reaction be to a certain amount of physical discomfort, such as extreme heat, cold, dampness? (A physical examination will be required for selected applicants.) Is he/she likely to adjust to new and unusual situations?

2. Additional Criteria for Applicants for Teaching Positions

a. Suitability of Family

Does the family seem eager to have the experience of living in a foreign country? Do they seem to be the type of people who would adjust readily to a new environment? Does the applicant believe that the physical and emotional health of other members of his/her family would not be affected adversely by living abroad for one year?

b. Finances

Is the applicant aware that participation in the program may involve some financial sacrifice? Is he/she prepared to pay the cost for dependents' travel, and in the case of those applying for the United Kingdom and Switzerland, his/her own transportation? (Specific questions pertaining to the financial arrangements should be referred to the Office of Education.)

c. Knowledge of Host Country and Language Fluency (if required)

Is the applicant fairly well informed about the geography, culture, and the educational systems of the countries for which he/she is applying? Does he/she appear to be interested in learning more about them? Is the applicant for direct exchange in France, Germany or Switzerland fluent in the language of the host country?

d. Other Questions

How would the applicant react if placed in a school where a number of the staff members were anti-American, or if the school administration were not receptive to an exchange teacher? Would the applicant be prepared to adjust to a teaching situation which is different from that to which he/she is accustomed? (e.g. informal to formal classroom; structured to non-structured; paucity of supplies, textbooks, no curriculum guide; different age level).

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Supporting Documents

The most important addendum to your proposal is the correspondence you have had with colleagues overseas which shows that they know of your work and are interested in having you at their institution. A personal letter of invitation is cited by faculty who have won awards and by screening committee members as absolutely the most influential item of information you can include. Letters of this nature illustrate to the grantor that your work is acceptable and relevant to all participants.

Your personal biographical data should include related articles, speeches, former international experiences, special abilities that are not included on the application form or your regular curriculum vitae. Do not be redundant.

Suggested Timetable for Securing a Grant

Months prior to departure	What to do
18-24	Familiarize yourself with all funding possibilities. Write to the agencies you select for an annual report, a list of recently funded projects, a complete set of guidelines, and any other information they are willing and able to supply. Try to obtain copies of successful proposals. Visit the agency if possible.
15-16	Write your first draft; give it to a friend or colleague for review; refine it for final copy. Mail it to colleagues abroad and ask them for letters of support and invitation. Collect references if necessary.
12-15	Give the final copy to the typist. Gather remaining supporting data. Submit proposal.
6	You should receive the decision six months before departure.

EDUCATIONAL EXCHANGES

A teaching exchange can be an excellent way of combining an international cultural experience with academic interests and financial needs. There are numerous opportunities of this sort, either through government programs, our own inter-institutional exchange agreements with universities abroad, or through your own personal contacts. The most practical exchange is a one-for-one exchange of houses, cars and academic assignments.

If you personally know a scholar with whom you would want to arrange an exchange, write to her/him. If you do not have a contact in the country where you would like to spend your sabbatical, a colleague might be able to help you by introducing you to someone he/she knows.

The University of Connecticut has some formal and informal exchange agreements with universities in several different countries. Check with the OIED for up-to-date information and also for assistance in locating faculty who have been to the place of your choice recently.

Fulbright opportunities for teaching and research abound. The OIED receives the listings regularly. One of the best resources on teaching opportunities abroad is IIE's Teaching Abroad, also available at the OIED. The book contains descriptions of organizations and agencies offering employment, types of opportunities, names of publications issued by the organizations, information on the academic levels and subject areas available, location, requirements, benefits, length of commitment, and a description of the application procedures.

UNESCO Recruitment, Office of International Education, U.S. Department of Education, identifies American university educators for assignments in developing countries. Assignments are usually for advisory positions in educational, cultural and scientific government agencies for a least one year. However, some short-term consultancies are available. For an application write to Mr. Charles McIntosh, UNESCO Recruitment, Department of Education, Room 3917, ROB, Washington, D.C. 20202. (202) 245-2761.

Naturally, all sabbatical plans must be discussed with your department head.

PREPARING TO RELOCATE

Once all the decisions have been made to go abroad, your relocation process should begin.

Passport

It usually takes at least ten working days to get a passport. However, if you need a visa, you should allow as much time as possible. Normally you will need your passport before applying for a visa. If you are applying for your first passport, or your former one was issued more than eight years ago, apply in person to the Willimantic Post Office on Main Street (residents of the Storrs area) or to the Bishop's Corner, Bristol or New Britain Post Office if you are in the Farmington area. The cost of the passport is $15.

If your most recent passport was issued within the past eight years and you meet the following requirements, you may apply by mail directly to the U.S. Department of State on Form DSP-82. The cost is $10 and the requirements are:

- You must submit your most recent passport (issued not more than eight years prior to the date of the new application);
- Your previous passport can not have been issued before your eighteenth birthday;
- You are not applying for an Official, Diplomatic or no-fee passport; and
- You do not wish to include a member of your family in your new passport.

Form DSP-82 can be obtained from the Boston Passport Agency, Room E123, J.F. Kennedy Bldg., Government Center, Boston 02203, (617) 223-2946, or the Stamford Passport Agency, One Landmark Square, Stamford, CT 06901, 325-3538.

For both applications you will need two identical recent photographs, full front view. It is not imperative to have professional passport photos taken; however, they must be 2"X 2", on thin paper with a plain light background. The image measured from the bottom of the chin to the top of the head must be not less than 1 inch or more than 1-3/8". Vending machine photos are not acceptable because they will not withstand a temperature of 225°F. The pictures may be either color or black and white and must be signed in the center on the reverse side.

It is important that you look like the picture in your passport in terms of hair color, mustache, glasses, etc. Be sure to order extra copies for visas and other documents.

If you apply through a Post Office you will need:

Proof of Citizenship - either a birth certificate, an old passport or naturalization papers. The birth certificate can be obtained from the Department of Health, Bureau of Vital Statistics, in your home state.

Identification - a driver's license, a witness who accompanies you, or the clerk's personal acquaintance with you.

U.S. Passports are now valid for five years and cannot be renewed as they once could.

A Visa

Before applying for a visa you must have your passport. Visas can take from 4-6 weeks to get, so you should apply for the passport as soon as you know you are leaving. If you are on official U.S. business such as the USICA or the Fulbright agencies, you should inquire about visas from the agency. All other visas you may obtain from the foreign consulates in New York, Boston, or Washington. Addresses are listed in the "Visa Requirements of Foreign Governments" reprint in the appendix.

For most western countries you do not need a visa if you stay less than three months and you are not officially employed. Many Asian, eastern European and Middle Eastern countries require visas for entry. Be sure to find out what exact needs are well in advance of your departure. The countries vary in their restrictions; for example, the People's Republic of China does not issue visas to news media personnel, missionaries, the elderly, sick or handicapped individuals.

Schooling for Dependents

Inform you child's school in the U.S. of your plans. You may need its help in transferring credit to another school. Decide what kind of a school abroad would be best for your child. In some areas you may not have much choice; in others you may find an American school or an international school. You may prefer a private or public school of the host country. Investigate thoroughly before deciding. The World Education Center of our School of Education has several comparative education specialists who may be able to answer questions about educational systems of different countries. The Embassy of the country can also give you information about its schools. If your child is in college, you can probably parlay your sabbatical into a semester or year abroad program for her/him. If he or she is a UConn student taking advantage of the tuition waiver, be sure to sign the necessary forms before you leave.

There are two good sources of information at the Reference Desk of the University of Connecticut library.

Schools Abroad, by Porter Sargent (lists 700 private American schools in over 100 countries);

Study Abroad, a UNESCO publication (study abroad programs, private schools and universities).

Write to the schools that appeal to you for complete information and costs. You may apply to several and then choose between them later on. Remember to have credits transferred to the new school before you leave.

An International Student I.D. Card (ISIC)

This is the only student I.D. card recognized internationally. It is useful in most areas of the world but is more widely known in western Europe. The card, which is valid for 15 months, enables students to have free or reduced admission at concerts, museums and theaters and is sometimes required for charter flights or train discounts. Health insurance is now included for the $6 fee for the card. Cards are issued by Audrey Barberet, Center for Educational Innovation, Room 202, Wood Hall (486-3387). You need a validated student ID or a letter from the Registar, a passport photo and $6. ISIC is administered by the Council on International Educational Exchange (CIEE) in New York. (See Appendix)

Housing Arrangements

Overseas

Usually your host institution will make housing arrangements for you or at least will assist you if you ask. Make all of your requirements clearly known to your host. Be prepared to make a few adjustments as far as space is concerned. Few countries utilize as much per capita living space as the U.S. Ask your overseas contact exactly what to expect and how much it will cost.

Familiarize yourself with the lay of the land vis-à-vis transportation systems. Read as much as possible about the city and study the map before deciding which area would be most convenient. You may not have a choice since housing is usually in short supply.

Ask about security deposits, what your liabilities are, insurance requirements, terms of rental agreements, etc. Take nothing for granted.

If you do not have a personal contact overseas to assist you, check with the American Embassy or an American Club in the city of destination. They may be able to help you. Another possibility is an ad in the International Herald Tribune or in a local paper.

At Home

Let colleagues and friends know of your plans. One of them might know of a visiting professor coming to UConn who may need just what you have to offer. If you are going on a one-for-one exchange, arrange to trade homes if possible. The housing office on campus may also be able to help you find a tenant, or you might want to try one of the private agencies for the exchange or rental of houses worldwide.

Once you have found someone to rent your house, try to arrange a personal meeting. If that is impractical, at least get to know the tenant(s) through correspondence.

Your home might be too expensive for a single family to maintain, making it necessary to rent to a "consortium". If you rent to students, be sure you are satisfied that they are responsible.

Because of the increasingly high cost of energy, it may be best for you to exclude these expenses from the rent and have the tenants be responsible for their own heating and electric bills. This is something you should remember to do before leaving.

If you intend to leave your pet or pets at home, the prospective renters should be informed at the outset of negotiations. Because of all the health restrictions and travel trauma involved, we recommend that you leave your pets at home.

Write an inventory of the household articles you leave for your renters. Give them a copy and put a copy away in a safe place. Lock away priceless treasures and irreplaceable heirlooms which could be broken.

Make arrangements for your mortgage payments and for receipt of rental payments. Give the name of your homeowner's insurance agent to the renter and notify the agent of your plans. Make sure the premium is paid.

U.S. Taxes

Your local IRS office can give you a "Tax Guide for U.S. Citizens Abroad." Your tax situation will depend on what you earn, the source of funding and where you are. There are different tax treaties with different countries. Call the IRS office to find out more information.

Choosing a Flight

Locating a good travel agent is well worth the time and effort involved in the search. Many agencies employ area specialists. Look for a knowledgeable agent who is willing and able to give you all the information available about flights.

If at all possible, you should arrange to fly after September 15 when fares drop substantially.

The three categories of flights that you should at least be aware of before talking to a travel agent so you will know what questions to ask are:

regularly scheduled flights,
special deals offered by airlines,
charter flights.

Regularly Scheduled Flights

The regularly scheduled flights offer no discounts and are very expensive. The advantages are that they require no preplanning and you can go exactly when and where you want to go. There is normally no charge for extra stops along the way as long as you travel in the same direction.

Special Deals Offered by the Airlines

Budget Fares. To take advantage of the budget fares, you must book at least 21 days prior to the first day of the week you wish to travel. You choose the week and the airlines will choose the day and time. Seven to ten days prior to departure you will be notified of the exact date and time. You fly on regularly scheduled flights and there is a fee for cancellation or change in reservation. The return ticket is good for one year. If you buy a one-way ticket, you will follow the same procedure at the other end when you wish to return. Don't buy a budget fare ticket if you are going to be going on a short trip because the day the airlines chooses can be at either end of the week.

Standby Fares (London only). Although very cheap, this can be an exhausting way to travel, especially for families. You can buy an open ticket any time but your seat cannot be confirmed until after 4:00 PM on the day you wish to travel, if space is available. You must be at the airport to reserve your seat at least three hours before the flight, and the airlines will not give the information over the phone.

Apex Fares. There are many conditions regarding minimum and maximum stays, from 14 to 60 days, depending on where you are going. Tickets must be purchased either 21, 30 or 45 days prior to departure, depending on the airlines and your destination. No stopovers are allowed, a cancellation fee can cost up to $50., and there are weekend surcharges. You can sometimes arrange to fly into one city and return from another ("open jaws"). Ask your travel agent for up-to-date information; there are many conditions and exceptions. The Super Apex Fares are slightly cheaper but no "open jaws" are permitted.

Laker Skytrain (NY-London). Laker now has both standby and confirmed seat reservations, You can get information about seating availability at (212) 459-7323, Laker Airways general information numbers are (212) 995-2113 or 459-6092. All flights are between JFK and Gatwick Airports.

Capitol Airways Skysaver (NY-Brussels or Frankfort). This is the cheapest way to get to continental Europe at the moment and seats are now reserved at the time of booking. Tickets are good from five days to one year. Toll free number for information is 1-800-223-6365.

Purchase your ticket as soon as you can if you are not going to use the standby flight plans. With the rising cost of fuel, this will guarantee the price of your ticket.

Charter Flights

There are still some charter organizations offering a variety of destinations and arrangements. You no longer have to join a club months in advance of your trip and there are now one-way charters--you can travel when you want and return any time from a different city. Most charters leave from New York, but there are an increasing number of flights now flying out of Boston. Shop around for the best deal. The travel section of the New York Times is informative, or you might find a travel agent willing to help you.

If you find a suitable charter, make sure that refunds are guaranteed if you cancel and that your money is kept in an escrow account until you fly. Because the airlines now have their own special deals, the charter companies are fewer and not as competitive as they once were, but you may be able to find a real bargain if you are alert and lucky. The Council for International Educational Exchange (CIEE) has a large and reputable charter program. (See appendix for more information and address).

Vaccinations and Shots

At this time no vaccinations are required for return to the United States, but some countries may require certain immunizations, and an International Certificate of Vaccination for smallpox, yellow fever and cholera. Please consult your doctor for information about the vaccines and possible reactions. A tetanus booster and gamma globulin vaccination (to lessen the severity of hepatitis) are good ideas, no matter where you are going.

Current information is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, in the booklet "Health Information for International Travel." The booklet is also available in the OIED office.

Finances

Check on exchange rates when you receive information about local housing costs. This will give you a reference point. Before you leave home, establish some sort of plan for having money sent to you in an emergency.

Sending Money Abroad. Dollars can be sent overseas by bank draft, through your local bank's foreign correspondent. This is an inexpensive way to send dollars abroad (between $.35 and $1.00) but it can take a week for the money to arrive. U.S. Banks can also make international drafts for you to take with you which are cashable at specific banks for a small service charge.

The fastest way to send money from one country to another is by cable. Although expensive, it usually takes only a day for the money to reach its destination. If you choose to send money this way, ask the bank for an exact routing just in case there is a problem receiving it. There may be more than two banks involved in the transfer.

Before making any arrangements, contact the International Department of a local commercial bank. Neither the Storrs nor Willimantic CBT branches have international consultants on-site. However, if you call CBT in Willimantic, 423-6391, and ask for the International Department, they will connect you directly with their international office in Hartford.

In Farmington, the Colonial Bank in the Exchange will be happy to assist you by contacting their international banking specialists in the Waterbury office.

The University can deposit your checks directly into your local account while you are gone and the bank may be able to transfer the money to your account overseas. You may also be able to open an account abroad before you go to have money waiting for you when you arrive. Rules and regulations vary from country to country. The bank's international representative can help you with these questions.

Once you have an established account abroad, you will be able to cash checks there that are sent to you in dollars.

There is no limitation in terms of total amount of monetary instruments which may be taken out of the U.S., or brought into the U.S. However, if you transport or cause to be transported, including by mail or other means, more than $2,500 in monetary instruments on any occasion into or out of the U.S., or if you receive more than that amount, you must file a report with the U.S. Customs Service (Form 4790). Monetary instruments include U.S. or foreign currency, coin, traveler's checks, money orders, and negotiable instruments or investment securities in bearer forms.

Changing Currency. If you wish to wait until you arrive to convert large amounts of dollars into local currency, the larger banks will usually give the best exchange rate. If you need money during non-banking hours, the airport or railway station will have an exchange window. This is convenient but a little more expensive. Hotels and the ubiquitous American Express office will also change money for you, but again, it will cost more.

Remember to have your passport with you if you want to change money.

In certain less developed countries and in eastern Europe, the streets abound with black market money changers who will offer you a fantastic rate, sometimes double that of the banks. Be very careful. The penalties are severe if you are caught and the extra money is not worth the risk. The dealers may also cheat you by a slight of hand and you will not get what you think you are getting. Our advice is to avoid the black market entirely.

Traveler's Checks. Traveler's checks will cost a percentage of the total amount, but are the safest way to carry money with you. If lost or stolen, they are replaceable. Be sure to note the serial numbers on slips of paper to be kept separately from the checks. Give a copy to your traveling companion; put another copy in your suitcase. Only cash what you are sure you will spend. You lose money on every exchange transaction. If the checks are lost or stolen, report the loss within 24 hours to the nearest office of the company that issued them. Buy a well-known brand of checks.

Credit Cards. In many areas of the world, credit cards are useless, but they are known and used widely in large cities and in general anywhere tourists are apt to be. If you are abroad for a few months only, credit cards offer you the opportunity to buy now and pay later.

The American Express card is not used as widely as it once was, but the holder of a green AE card can cash a personal check at any AE office for as much as $1000 every 21 days. The Diners Club offers the same service but limits the amount to $500. Visa and Mastercharge cards will enable you to borrow money from participating banks.

Before you leave home, make a photocopy of your cards. Keep a copy with you and leave a copy at home with a friend or relative who can report the numbers to the banks if you should lose the cards. All losses should be reported immediately.

If you have to carry currency with you, do not keep it in a wallet in your back pocket or in your purse. A money belt is a wise investment. "Gringos" are often fair game to local thieves.

The Local Currency. Before leaving the U.S., buy a small amount of your new country's currency. With your family get to know the coins and bills. Learn the value of each, relative to dollars and also to your new financial situation and budget abroad. Have the local currency ready in your pocket for tipping when you reach your destination.

Cultural Preparations

Read as much as you can about the country you will be visiting--its history, culture, language, food, climate. The University environment is a perfect place to be for acquiring such knowledge. In addition to the library, there are lectures, seminars, area studies centers (Latin America, Middle East, Slavic and East European), ethnic club dances, UN day events, cultural activities sponsored by the International House, foreign student clubs or the Connecticut World Education Fellowship dinners. Look for announcements for these events and take advantage of them.

You should also talk with veteran travelers, especially colleagues who have had a similar adventure. The OIED can refer you to other resource persons on campus.

One of the best ways to get to know a country is through its citizens. There are several hundred foreign students on the Storrs campus. The International House (486-2818) has a host family program which provides American hospitality to students from abroad. The students do not live with the American families, but are invited to dinner and to participate in family outings, holiday celebrations, etc. This is a perfect way to experience a one-to-one cultural exchange and at the same time ease the burden of loneliness many of our foreign students feel so far from their own families.

It is imperative to learn the language of your new country if you want to get the most from your experience. This is not an easy task, but if you can learn the basics before you leave, you will be able to acquire a fluency much more easily after you arrive. Through UConn's Critical Languages Program, you can use the self-instructional language tapes and labs, take courses, and/or locate a tutor. You might want to consider a commercial language school, or an intensive language program abroad before you start your sabbatical work. Inviting a foreign student into your home is also a delightful way to familiarize your ear to the language. Listen as often as you can to the many foreign language radio programs broadcast here in Connecticut. If you are trying to learn Spanish, try the TV language courses, and the Spanish "sit coms" or "soaps" that are on UHF or cable TV.

If you have a TV in your new home abroad, by all means use it. This is an excellent way to learn a language, especially for children who can watch Sesame Street in most major languages and in many countries worldwide.

Many of the American series have been purchased and translated abroad. These programs provide a familiar frame of reference while you hear your new language. Do not despair if you cannot understand right away; it takes quite a while to learn a language well enough to understand the trendy locutions of TV and cinema.

Prepare your palate for the new cuisine by sampling dishes of your country before you go. There are about fifty different nationalities represented by Hartford's restaurants. On campus, watch for announcements of dinners given by the International House and other groups like the I.N. Thut World Education Center (486-3321). The dinners are usually inexpensive and delicious and are often accompanied by some sort of folk entertainment. The World Affairs Center in Hartford also offers a variety of cultural and educational events (236-5277)

There is more to culture then history, food, and language. Value systems, social protocol, and other subtle cultural aspects take time to learn. Try to be as open and objective as possible and above all, DO NOT ASSUME THAT THE AMERICAN WAY OF DOING SOMETHING IS THE BEST WAY. You will gain a lot more from your trip if you take the time to see new cultural cues and are aware of your own cultural biases as you try to interpret them.

Culture Clashes

It is up to you to adjust to local norms which might be totally alien to you. A value or custom that is part of one culture may be seen as unimportant or unacceptable in another. For example, people conceptualize time differently. Americans equate time with money and will usually be on time for an appointment, or a little late, never early. Swiss, Germans, Scandinavians tend to be quite punctual. Latin Americans may be an hour late (although in Latin Amercia adding the phrase "la hora inglesa' will help). A Middle Easterner may not show up at all if the weather is bad. These differences should not be interpreted as rudeness.

The following chart* was prepared to illustrate some specific value conflicts that exist between North and South Americans.

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*Crosscultural Communication: The Hispanic Community of Connecticut, Klitz, 1980.

U.S. Anglo	Latino
1. *Competitiveness* and curiosity of children are admired. Children are encouraged to be self-sufficient. Emphasis on the importance of the individual.	1. Autonomy is discouraged. Children are taught not to compete — the good of the whole group is more important than the individual.
2. *Promptness* is considered a virtue and tardiness an insult. Time is money. Life is an orderly sequence. There's an emphasis on schedules.	2. Prompt people are sometimes thought to be aggressive. Life should be lived as it comes with minor regard for schedules.
3. *Privacy* is valued and achieved in terms of space. Two strangers sharing a table in a crowded restaurant is unthinkable.	3. Latins can maintain their privacy by withdrawing into themselves. It is common for strangers to be seated together.
4. *Socializing* is centered around an activity and usually takes place indoors. People do not just "hang around" on the streets to visit with their friends.	4. Latins socialize in groups by talking and discussing, outdoors if possible. The town plaza serves as a meeting place to exchange news and views. The custom is often seen as loitering by Anglos, while it is very important to Latinos.
5. Emphasis on *materialism* and achievement. The goal of life is to make the individual more comfortable materially.	5. Emphasis on *spiritual* and personal characteristics. There's a belief in the innate dignity and worth of the individual.
6. Man controls his own destiny and has control over nature.	6. Fatalism prevails; the universe is controlled by exterior forces.
7. Greater equality of sexes; roles are sometimes interchangeable; women are more independent.	7. Man protects, shelters and controls his women who depend on him and obey him. Roles are clearly defined.
8. Friendships are often taken casually; the word friend in English does not necessarily mean responsibility.	8. Friendship means complete loyalty and commitment, the highest form of friendship being the *compadrazgo* system.
9. Impulsive.	9. Cautious.
10. Interpersonal relations are rational and realistic; peer grouping is usually by age.	10. Relations are more subjective and emotional; peer groupings are by sex.
11. Youth-oriented with an emphasis on the future.	11. Elders are more important as is the past and tradition.
12. Touching is not important in communication; reasonable body distance is maintained between people. Touching is OK between members of the opposite sex, but is threatening between two members of the same sex.	12. Touching is important in human relations. Latins often touch each other to emphasize a point. Touching members of the opposite sex in public, unless married, is frowned upon.
13. Coming to the point in conversation is important. Logic plays a key role in discussion.	13. Some things are better left unsaid; frankness may be considered rude; issues are often emotional.
14. Children are encouraged by openly praising them in front of their peers.	14. It is unwise to publicly praise a child because it might embarrass her/him and make others jealous.
15. Children are told to look adults "in the eye" when being scolded.	15. Children lower their eyes when being reprimanded by an adult as a sign of respect.

LEAVING THE UNITED STATES

Packing

Find out all you can about the climate and culture of your country before deciding what to take for clothing. Take only what you need and what will be acceptable by the host country's own cultural standards. A few good versatile clothes that are easy to maintain are best. (Check climate chart in appendix).

Use sturdy lightweight luggage. In the U.S. and in some other countries your luggage restrictions are by size rather than weight. Normally you can take up to a total circumference measurement of 106" (combined height, weight and depth). In some places the limit is still 20 kilos, but for overseas air travel the norm is 106". Your carry-on bags cannot be more than 45" in circumference and must fit under the seat of the plane. You should carry your valuables with you and anything that you absolutely must have when you arrive, just in case your luggage is lost. If you are travelling with small children, take with you in the cabin a change of clothing for them.

Pack everything a day or so before leaving and carry the luggage around the house, up and down stairs. If you cannot manage comfortably, the bags are too heavy. Repack; take out what you can do without.

If any of the personal items that you plan to take were manufactured outside of the United States, take proof of purchase of prior possession with you, sales slips, insurance policy, or jeweler's appraisal. Articles with serial numbers or other permanently affixed markings should be registered at a U.S Customs office before you go. This can be done at the airport. You may not be asked to produce any of these documents when you return home, but the Customs Officer does have the right to charge you duty on any imported merchandise, so it's best to be prepared.

Medical Insurance Coverage While Abroad

This is extremely important. Some countries require proof of health insurance if you are going to sojourn any length of time, mostly European countries. Whether required or not, you should not be without it.

Your Connecticut State Blue Cross/Blue Shield contract covers you no matter where you are, but you must pay the bills yourself and then submit an itemized list of all charges and bills to the Connecticut office (239-4961) for reimbursement. CONNECTICUT BLUE CROSS/BLUE SHIELD WILL NOT DEAL DIRECTLY WITH ANY FOREIGN HOSPITALS, DOCTORS OR PHARMACIES. Your Major Medical insurance will only cover

you for up to eight weeks after you've left the United States (277-3735). You must be on the payroll to be included in the State coverage. If you take a leave of absence without pay rather than a sabbatical, you will not be covered (unless you pay the University Controller yourself for coverage).

Medical Problems. If you become ill abroad and wish to find an English-speaking doctor, the U.S. Embassy can help you. There is also a medical association in New York that publishes information for travellers. You can write to them before you leave for material to take with you:

International Assoc. for Medical Assistance to Travelers
Empire State Bldg., 350 Fifth Ave, Suite 5620
New York, N.Y. 10001

Medicall International is a new worldwide medical assistance and evacuation plan which provides services to its subscribers in case of a medical emergency abroad. Medicall has a worldwide network of physicians, will provide transportation for the patient once he/she is stabilized, the return on minors who were accompanying the traveller, transportation for a friend or relative to join the disabled traveller if hospitalization for a week or more is necessary, and they will provide an interest-free loan for up to $1500 to pay local hospital expenses. An individual or group can pay for the service either on a per-trip basis or by annual membership. An entire family will be covered for one year for a fee of $90. For more information contact:

Mr. Richard Searle
International Medical Network, Inc.
3 Landmark Square, Suite 400
Stamford, CT 06901 (203) 964-1044

Prescriptions. If you have a prescription that you will need to have filled while you are away, take a copy with you with the generic name and chemical contents. Leave a copy with your pharmacist at home in case you have difficulty filling the prescription abroad.

A traveller requiring medicine containing habit-forming drugs or narcotics (e.g. cough medicine, diuretics, heart drugs, tranquilizers, sleeping pills, depressants, stimulants, etc.) should:

-have all drugs, medicines and similar products properly identified;

-carry only such quantity as might normally be carried by an individual with a health problem;

-have a prescription or written statement from your physician proving that the medicinals are being used under a doctor's direction and are necessary for your physical well-being.

By all means, do all you can to avoid drug-related difficulties with authorities while traveling.

TRANSPORTATION ABROAD

You should think about how you are going to get around your new city before you leave and plan accordingly. If you are going to Europe and plan to travel by train, a Eurail pass is probably the wisest choice. It must be purchased in the U.S. prior to departure. A rail pass can save you the frustration of standing in line at the station while your train leaves; it will also save you from having to change dollars to local currency for that purpose. Passes should be guarded like cash because they are irreplaceable. Some of the rail passes available for purchase in the U.S. are the first-class Eurail, second-class Student Railpass, and Britrail Pass. Those that can be purchased abroad are Intra-rail, Eurotrain tickets and country rail discounts offered in Austria, Germany, France, Switzerland and Italy.

In Europe trains are usually punctual, clean, comfortable and convenient. You should inform yourself about the different classes in different countries. For example, in northern or mid Europe, you will probably be very comfortable in a second-class car, but in Latin America or southern Europe you might have to sit on a wooden slat surrounded by farm animals. This might be a fine adventure for a short trip, but you probably would not want to cross Brazil that way.

Buses and trams are also convenient and economical. Traveling by these common local modes of transportation provides an excellent opportunity for people-to-people contact.

If you need to have an automobile, you can either lease or purchase one.

Renting a car can be expensive but if you decide to do that, have an internationally recognized credit card with you. Most rental agencies will only require you to show your American driver's license, but it is a good idea to have an international driver's license if you are going to more remote areas of the world.

If you are going to a country which produces automobiles for export to the U.S., you might want to check into the possibility of purchasing a car there to bring back with you. This could be practical if you are going

abroad for a long period of time. You would have the advantage of having transportation while abroad, you will probably save money on the price of the car, and if you use the car for an extended period of time before bringing it back to the U.S., the duty will be insignificant.

You must make arrangements here in the U.S. to purchase it here and pick it up there. Environmental compliances and safety standards vary from place to place and you will not be able to bring the car into the U.S. unless it complies with the EPA laws.

If you do not need a new car, you could purchase one to sell before returning home. However, the market for used cars may be quite different from what it is here in the U.S. In many areas that are not highly industrialized where cars are scarce, the cost of a used car may be prohibitive. For example, in some countries of Latin America there is a waiting list for new cars and used cars will often sell for more than the new ones. The best thing for you to do if you are contemplating the purchase of a car abroad is to talk to someone who has recently been to that particular country who can advise you.

The OIED has several brochures on this topic that are generally informative.

Whether you decide to rent or buy a car, be prepared to pay a lot more for gasoline abroad than you pay here.

CUSTOMS REGULATIONS

You should know the rules and regulations regarding U.S. customs before you leave. What you learn might influence what purchases you make abroad, and certain items should be registered before you leave if they were manufactured outside of the U.S. This has been discussed in the section on packing.

When you return to the U.S., if you are a U.S. resident, you are allowed a $300 exemption. You will be asked to declare in writing and orally all articles you acquired while abroad. Anything over the $300 exemption is dutiable. Certain luxury items are taxed at a higher rate so try to include these in your exemption.

You may mail merchandise back to the U.S. duty free if the contents do not exceed $25 and you do not mail it to yourself. The recipient may only receive one package per day and you may not split up items that obviously belong together into different packages. The packages go though U.S. Customs inspection before being delivered. The package should be labelled "unsolicited gift" with value. Not included in the gift exemption are tobacco products, alcoholic beverages and perfume valued at more than $5. These are taxable.

Articles from Guam, the U.S. Virgin Islands and American Samoa are subject to different regulations. The duty free gift parcels may be worth up to $40 and the personal exemption is $600.

Rules are subject to change at any time and we recommend that you send for the following brochures. Send your request on a postcard to the U.S. Customs Service, Box 7118, Washington, D.C. 20044.

"Know Before You Go" (contains information on how to make a customs declaration, lists of duty rates, how to send goods home, exemptions and restrictions)

"U.S. Customs International Mail Imports" (complete information about sending home by mail what you buy abroad)

"Importing a Car"

"G.S.P. and the Traveler" (about the Generalized System of Preferences--the duty-free import of articles from developing countries)

RECEIVING MAIL OVERSEAS

If you stop "en route" to your destination and have made reservations, your correspondents should note on the envelope "hold for arrival" with date of arrival. When you arrive at the hotel, ask the clerk to check carefully for your mail. It probably will not be given to you automatically.

If you do not know where you will be staying, have your mail addressed to you at "Poste Restante" of the main post office of the city or cities where you will be. The post office will hold mail for several weeks and you must present your passport to the clerk in order to obtain your mail.

CHECKLIST

( ) Passport

( ) Visa(s)

( ) Vaccinations and shots

( ) Travel arrangements

( ) Financial arrangements

( ) Schooling for your dependents

( ) Medical insurance. You may need to add benefits.

( ) Prescriptions and drugs

( ) Background reading

( ) Language study

( ) ISIC (International Student Identity Card)

( ) Official University arrangements

( ) U.S. Income Tax arrangements

( ) Housing. Arrange for house payments. Find renters; check homeowners' policy, plan to pay real estate taxes; general upkeep and utilities. Locate housing overseas.

( ) Storage of valuable household items

( ) Your pet

( ) Traveler's checks

( ) Arrange for forwarding of mail

( ) Cancel domestic car registration and insurance.

( ) Obtain International Driver's License

( ) Purchase rail passes

( ) Notify committee chairpersons of impending absence

YOUR NEW CULTURE

The best advice we can offer is to be adaptable, patient, and try to maintain your sense of humor. No matter how well you think you've prepared yourself, you will experience a certain amount of culture collision. Take each day at a time. Remember that you are an ambassador of sorts and people are observing you. Do not be openly critical of your new environment; don't compare it to home. This should be the most broadening experience of your life.

Making New Friends

There are many ways of making contact with local citizens. Be friendly but not aggressive. This is something you'll have to play by ear.

Contact professional societies related to your academic field or other local organizations that interest you. Join a local group that coincides with your leisure interests. For example, if you sing, join a city or town choir. If you have another kind of hobby, pursue that abroad. If appropriate, join a local church or synagogue. Your new work environment will probably provide you with your best means of meeting new people.

Please remember that interpersonal relationships are governed by an entirely different set of rules than those you have been taught in the United States. This is particularly true of relationships between men and women. Learn the rules before the game begins. Women traveling alone have a unique set of problems. The Traveling Women by Dena Kay addresses some of those problems (Doubleday, 1980, 317 pp.).

U.S. Embassy

The U.S. Embassy can be of help to you in certain areas. If you lose your passport, the Embassy will investigate and issue a three-month temporary passport. If by some chance your current passport expires before you return, you can also apply for a renewal through the Embassy. If you become ill, the staff can refer you to an approved hospital or doctor. They can provide lists of reliable lawyers, other professionals and translators if you need them. However, the Embassy will not provide financial assistance, nor will they be able to help you if you become involved in anything illegal. You are subject to the local laws of your new home and the Embassy cannot intervene. They can, however, contact relatives or friends and try to insure equitable treatment by local officials. Find out all you can about local jurisprudence and behave accordingly. Sentences can be stiff for crimes that might seem trivial to you.

A useful book on this topic is Super Traveler by Saul Miller (Holt, Rinehart, and Winston, 1980, 367 pp., $6.95 in paperback). It contains helpful information pertaining to laws of many countries.

BON VOYAGE!

APPENDIX

Linqua tuas sedes alienque litora
quaere; major rerum tibi nascitur ordo.

Petronius

OFFICIAL UNIVERSITY BYLAWS REGARDING LEAVES OF ABSENCE

11. Leaves of Absence

a. Sabbatical Leave

(1.) Sabbatical leave is a privilege to be applied for in each case and is in no instance to be considered an earned perquisite. Such leaves may be granted on application for the purpose of the advancement of knowledge or professional improvement of mutual benefit to the University and the individual. The applicant should file a specific written application accompanied by a statement as to how the leave is to be used. This application should be passed on by the department head and the dean or director, to the President, who in turn, will submit it to the Board of Trustees with his recommendation.

(2.) The privilege is open to all full-time resident teachers, experiment station and extension staff workers who have at least the rank of assistant professor or a corresponding rank, and who have been in continuous full-time service at the institution for at least six years. Following a grant of sabbatical leave the privilege may be renewed after an additional period of continuous full-time service of at least six years.

Exception in regard to continuous service may be made upon recommendation of the President and the unanimous approval of the Board.

(3.) The duration of the leave granted shall be determined by the President: Leave for members of the resident instruction division employed on an eleven months' basis, may be for a period of up to six months with full pay, or for a period up to twelve months with half pay. Leave for members of the resident instruction division employed for nine months of the year may be for one semester with full pay, or two semesters with half pay. Leave for members of the Extension and Experiment Station divisions may be a corresponding length of time, taken at a period of the year when their work will be least interrupted by absence. The receipt of grant or fellowship funds to cover travel and other expenses incidental to the leave will not ordinarily interfere with the granting of a request for such leave. Sabbatical leave, whether at full or reduced pay, is considered full-time service, and therefore persons on sabbatical leave are not permitted to engage in paid employment elsewhere. If a staff member is considering an arrangement in which he will receive compensation for his services from the University and from outside agencies which will together exceed his regular University salary, he is expected to take a leave without pay rather than a sabbatical leave.

The recommendation of the head of the department and of the dean in charge of the school or college shall accompany applications for leave.

(4.) Members of the administrative groups are in a separate classification, and shall make their application directly to the President.

(5.) All applications should be made at least one year prior to the date when the leave is to begin. Ordinarily the grantee will receive notification that the leave is granted at least two months before the end of the semester previous to the one in which the leave is to begin.

(6.) Arrangements for carrying on the duties of a person on leave shall be made by the appropriate department head and dean. The department head is expected to certify whether or not the work of the department can be carried on if the leave is granted substantially as it would have been otherwise. If courses would have been withdrawn or other changes made in the department's program even without the granting of the leave, the changes may be made during the leave; but it is not expected that sabbatical leaves will be granted if they must be taken at the expense of the students or of the regular departmental program.

(7.) In case a leave, after being approved, is postponed for a period by the administration, and then taken, the applicant's next leave may be granted for the year in which it would have fallen if there had been no such postponement. Except in such instances service in excess of six years is not cumulative.

(8.) Leaves are granted in the expectation that the recipient will resume his previous duties at the end of the leave. Ordinarily he will return at the same rank and salary which he had when the leave began. This understanding, however, is subject to the qualification (which applies in the same degree to those in residence) that the Board may sometimes find it necessary to change the compensation or duties of some or all staff members because of changes in enrollment, financial exigencies, or other circumstances beyond its control. The grant of leave does not change the tenure-status of the recipient. A person on leave who decides not to return, but to resign, is expected to give the usual notice. (See X, L, 4).

(9.) After leave has been taken, a written report of the work done shall be made to the President through the department head and the dean or director.

b. Leave Without Pay

Leave of absence without pay may be granted by the President for reasons considered to be in the best interest of the University and in the interests of professional growth and improvement of the staff member concerned. All such cases are treated as special cases, and are in the first instance ordinarily granted for up to a year. Staff members desiring such leaves should apply through their department heads and deans. A report of all such leaves as are granted shall be made to the Board of Trustees for their information.

USEFUL INTERNATIONAL ORGANIZATIONS

Council on International Educational Exchange (CIEE)
777 United Nations Plaza
New York, NY 10017

The CIEE is a non-profit membership organization which promotes international educational exchanges. It assists with business and academic exchanges, provides student services such as the ISIC card (page 15), has charter flights, study abroad programs and publications. The Whole World Handbook, a student guide to work, study and travel abroad, is available in the OIED library.

Institute of International Education
809 UN Plaza
New York, NY 10017 (212) 883-8200

The IIE, a non-profit educational organization, is active in student study abroad programs. It organizes travel, study, internships and research programs for US and foreign scholars and provides information about higher education worldwide. It can help you as you plan your child's schooling needs abroad.

VISA INFORMATION AND EMBASSY ADDRESSES

AFGHANISTAN—Valid passport and visa required. Tourist visa, valid 3 mos. from date of issue, allows stay up to 30 days, can be extended. $7 if obtained in person and $10 if obtained by mail, 3 photos. For specific requirements check Embassy, Washington, D.C. 20008, or Consulate, New York 10001.

ALBANIA—Apply Albanian Mission, 131 Rue De la Pompe, Paris 16e, France or Via Asmara 9, Rome Italy.

ALGERIA—Tourist visa, valid 3 mos., can be renewed, multiple entries, 4 photos, $3.75. Obtain visa prior airport arrival. Apply Embassy of the Democratic and Popular Republic of Algeria, 2118 Kalorama Rd., NW., Washington, D.C. 20008. Check Embassy for specific requirements. All tourists register at American Embassy, 4 Chemin Cheikh Bachir Brahimi, Algiers.

ANDORRA—(See France.)

ANGOLA—American citizen travelers should be aware that there is no U.S. representation in Angola at this time. For travel to Angola contact Angola Permanent Representative to the U.N., 747 3rd Ave., 18th Fl., New York 10017.

ARGENTINA—Passport and visa required. Check Embassy/Consulate for specific requirements.

AUSTRALIA—Transit visa not required up to 72 hrs. Visitor visa valid 48 mos. or life of passport whichever shorter, multiple entries, stay of 6 mos., no charge. Require evidence of funds/onward transportation, 1 photo. Apply Consulate-General, San Francisco 94108; New York 10020; Chicago 60601; Honolulu 96813; or Embassy, Washington, D.C. 20036. Check Consulate General/Embassy for specific health requirements and regulations for entry other than visits.

AUSTRIA- Visa not required up to 3 mos. Visa required if trip is for gainful occupation, no charge. Check Embassy/Consulate for specific requirements.

AZORES—(See Portugal.)

BAHAMAS—Passport and visa not required of tourist with onward/return ticket and sufficient identification of citizenship (birth cert. or voter regis. card). Passport and visa required for residence, business or missionary work, $5. Businessmen inquire about work permit and traveling salesman's license. Apply Embassy, Washington, D.C. 20037 and check specific requirements; also check about entry of pets.

BAHRAIN—Passport and visa required, $14. Apply Embassy of the State of Bahrain, 2600 Virginia Avenue, N.W., Suite 715, Wash., D.C. 20037; or Permanent Mission of The State of Bahrain to The U.N., 747 Third Avenue, New York 10017; for specific requirements.

BANGLADESH—Passport and visa required. Check specific requirements with Embassy of the People's Republic of Bangladesh, Washington, D.C. 20036; or Consulate-General, New York 10016.

BARBADOS—Passport and visa not required up to 6 mos. Tourist must have return ticket, proof of citizenship. Business visa, valid 3 mos. (work permit may be necessary), no charge. Check consul at New York, Boston, Atlanta, Chatsworth, California, Detroit, Winter Park, Florida, Chicago or Embassy, Wash., D.C. 20008, for residence/business visas and specific requirements.

BELGIUM—Passport required. Visa not required for business or tourist stay up to 90 days. Temporary residence permit required for stays over 90 days. For residence authorization consult Embassy/Consulate for specific requirements.

BELIZE—Passport and visa not required for tourists up to 6 mos. if in possession of return/round trip ticket beginning in and returning to U.S., and evidence of U.S. citizenship. Check British Embassy/Consulate for specific requirements.

BENIN—Passport and visa required. Obtain visa before arrival. Transit visa, $3, for 24 hrs. stay. 1-3 days, $3, 2 photos. Check Embassy, Washington, D.C. 20008, or nearest Consulate for specific requirements.

BERMUDA—Passport and visa not required for tourists. Onward/return documents and proof of identity and citizenship required (passport, birth cert. or voter regis. card.) Apply Board of Immigration for work permit. Check British Embassy/Consulate for specific requirements.

BOLIVIA—Passport and tourist visa for stay up to 90 days, may be extended 90 days. Visa must be used within 15 days. Tourist, courtesy and/or business visa issued at no charge. For return of passport by mail, enclose self-addressed stamped envelope. Check Embassy/Consulate for specific requirements and entry of pets.

BOTSWANA, REPUBLIC OF—Visa not required. Transit visa required from Rep. of South Africa/Zambia if Botswana is entered from Rep. of South Africa/Zambia. Visitors register at Immigration Office if stay is over 7 days. Check Embassy/Consulate for specific requirements.

BRAZIL—Passport and visa required. Tourists must have onward/return ticket or bank introduction letter attesting financial capability. Children, 3 mos.-6 yrs., must have polio vaccination. Businessmen with work visa must register with local police on arrival. Check Embassy/Consulate for specific requirements and entry of pets.

BRUNEI—Passport required. Visa not required for transit/temporary stay. Visa required for residence/employment, $8.80. Apply British Embassy/Consulate, and check specific requirements.

BULGARIA—Passport and visa required. Transit visa, up to 30 hrs., $9. Tourist visa, valid 30 hrs.-2 mos., $14. Include fee of $1.60 or self-addressed stamped envelope for return of passport by mail. Check Embassy, Washington, D.C. 20009; or nearest Consulate for business travel and specific requirements.

BURMA—Valid passport required. Transit visa, $1.65, valid 24 hrs., 2 photos, must leave Burma traveling in same direction as on arrival with visa for destination. Tourist visa, $4.85, valid 1 wk., 1 entry, 3 photos, confirmed reservations or onward/return ticket required. Entry visa, $4.85, valid for stay over 24 hrs., 1 entry, 3 photos. Overland travel into Burma not permitted. Enclose stamped self-addressed envelope (registered/certified) for return of passport. Apply Consulate-General, New York 10021; check specific requirements and currency regulations.

BURUNDI, REPUBLIC OF—Valid passport required. Transit visa, up to 48 hrs., $2.20. Entry visa, 1 mo. $11, 3 photos. Include return postage of $1.20. Obtain before arrival. Apply Embassy, Washington, D.C., 20008; or Permanent Mission of Burundi to the U.N., New York 10017; and check specific requirements. Allow 1 week.

CAMEROON—Transit visa not required. Visa valid up to 1 mo., no charge, can be obtained on arrival. For stays over 1 mo., visa valid up to 3 mos., $5, 2 photos. Apply nearest Cameroon or French Embassy/Consulate and check specific requirements.

CANADA—Passport or visa not required for tourist, but should carry personal identification (social security card, driver's license, employee I.D. card, etc.). Although U.S. citizens are not normally required to produce proof of citizenship, valid or expired passports, birth certificates and naturalization certificates are excellent for identification purposes. Passport and visa are required for immigration (i.e. permanent residence). Employment visa is required of persons seeking to enter Canada to take previously secured temporary work. Temporary workers and students check Embassy, Washington, D.C. 20036 or nearest Consulate for specific requirements.

CANAL ZONE—Passport/visa not required of tourists. Landing cards for ship passengers. Panama documentation for entry via Panama. Visitors of C.Z. resident obtain "Advance Authorization to Enter Canal Zone" issued by Exec. Sec. Canal Zone Government, Balboa Heights, Canal Zone. (Effective October 1, 1979, see Panama.)

CAPE VERDE—Passport and visa required. Check Embassy, 1120 Connecticut Ave., NW., Suite 300, Washington, D.C. 20036; for specific requirements.

CENTRAL AFRICAN EMPIRE—Passport and visa required. Obtain visa before arrival. Check Embassy, Washington, D.C. 20008, and check specific requirements.

CHAD—Transit visa without stay/stay of 2 wks., $6.25, onward ticket required. Visitor visa, up to 3 mos., $6.25, 1 entry, round-trip ticket, 3 photos. Apply Embassy, Washington, D.C. 20037; and check specific requirements.

CHILE—Passport required. Visa not required for stay up to 3 mos. May apply for an additional 3 mos. Check Embassy/Consulate for specific requirements.

CHINA, PEOPLE'S REPUBLIC OF—For travel to the People's Republic of China, passport and visa required, write to the China International Travel Service, Beijing, People's Republic of China. A copy of the letter under cover should be sent to the Embassy of the People's Republic of China, 2300 Connecticut Avenue, NW., Washington, D.C. 20008.

COLOMBIA—Passport, tourist card, 2 photos, 2" x 2" in size, and onward/return ticket required for stay up to 90 days. Groups of 10 or more tourists may enter with individual passports and collective tourist card. Check Embassy/Consulate for business travel and specific requirements.

CONGO, PEOPLE'S REPUBLIC OF (Brazzaville)—Passport and visa required. Apply Representative of People's Republic of Congo to the U.N., New York 10017.

COSTA RICA—Passport and visa not required if tourist card obtained prior to departure; otherwise, passport and visa are required, no charge. Tourist card valid 30 days may be extended 6 mos.; apply consul or transportation company, $2; for each month renewed, 75¢. Exit permit required for stays over 30 days, $2.96. Passport required if traveling by auto. Check Embassy/Consulate for specific requirements.

CUBA—Passport and visa required. Tourist visa, $6. Apply Embassy of the Czechoslovak Socialist Republic, Cuban Interests Section, 2639 16th St., NW., Washington, D.C. 20009; or authorized agencies located in Los Angeles, Miami, New York, Puerto Rico, and Washington, D.C.; and check specific requirements.

CYPRUS—Visa not required.

CZECHOSLOVAKIA—$8 per person over 15 yrs. old. $8 fee if child has own passport. $8 per person on joint passport. Entry/transit visa valid 1 entry, $8, 2 photos; 2 entries, $16, 4 photos. $4 per person for organized groups over 10 persons but not exceeding 50 persons. All visas valid 5 mos. Check Embassy for specific requirements.

DAHOMEY—(See Benin.)

DENMARK (including GREENLAND)—Visa not required for stay up to 3 mos. (Period begins when entering Scandinavian area: Finland, Sweden, Norway, Iceland.) Special rules apply for entry into U.S.-operated defense area in Greenland. Check Embassy/Consulate for specific requirements and residence work permits.

DJIBOUTI, REPUBLIC OF—Passport and visa required. Check Embassy/Consulate of France in the U.S. for specific requirements.

DOMINICAN REPUBLIC—Passport/tourist card required. Tourist card, valid 15 days, can be extended 45 days, $2; proof of citizenship required. Visa, no charge. Check Embassy/Consulate for specific requirements.

ECUADOR—Valid passport, Migratory Control Card, no charge, and return/onward ticket required for stays up to 3 mos. Check Embassy/Consulate for specific requirements.

EGYPT, ARAB REPUBLIC OF—Tourist/entry/business visa, valid for 3 mos., 1 entry, for stay up to 1 mo. For extension apply Ministry of Interior in Egypt. Transit visa, valid up to 7 days. U.S. citizens are exempted from visa fees; however, must contribute $2.80 to Abu Simbel Fund (cash or money order). Visa not required if traveler does not leave airport or remains on board vessel. Apply Embassy, Washington, D.C. 20008; or Consulate-General, New York 10022; or San Francisco 94115; and check specific requirements.

EL SALVADOR—Passport or proof of citizenship (passport, birth cert., or I.D. card) required. Tourist card issued on arrival; not required if entering on valid passport. Passport required enroute overland to Honduras, Nicaragua and Panama. Check Embassy/Consulate for specific requirements.

EQUATORIAL GUINEA—Passport and visa required. Check specific requirements with Permanent Mission Equatorial Guinea to the U.N., New York 10022.

ESTONIA—Visas for entry or transit are issued by Soviet diplomatic and consular representatives.*

ETHIOPIA—Passport and visa required. Apply for visa at least 60 days prior to departure. Apply Embassy, Washington, D.C. 20008; or Consulate, New York 10022; and check specific requirements.

FIJI—Passport and onward/return ticket required. Visa issued on arrival for stay up to 4 mos; can be extended 2 mos. Check Fiji Mission to the U.N., 1 United Nations Plaza, New York 10017, for specific requirements.

FINLAND—Visa not required for stay up to 3 mos. (Period begins when entering Scandinavian area: Sweden, Norway, Denmark, Iceland.) Check Embassy/Consulate for specific requirements.

FRANCE AND OVERSEAS TERRITORIES—Visa not required for stay up to 3 mos. in Metropolitan France, Andorra, Monaco, Martinique, Guadeloupe, Guiana, Reunion, St. Pierre and Miquelon; 7 photos required for stay over 3 mos. Martinique and Guadeloupe, passport not required for tourist stay up to 15 days when carrying identity card containing photograph. Visa is required for travel to French Austral and Antarctic Lands and Wallis and Futuna Islands; a traveler must be in possession of onward/return ticket and 7 photos. Visa required for New Caledonia, Tahiti and dependencies for stay of over 30 days. Visa fee: 1 entry, $3.51; 2 entries, $5.40; multiple entries, $5.85; requires 4 photos. Check Embassy/Consulate for specific requirements and information regarding student and other visas.

GABON—Tourist/business visa, 1 entry, $10. Students/missionaries, 1 entry, $5. Length of stay variable; 3 photos required. Obtain before arrival. Apply Embassy, Washington, D.C. 20011; and check specific requirements. Allow 15-30 days.

GAMBIA, REPUBLIC OF THE—Transit visa, $1.25; other visas, $5. Apply Consul General for the Gambia, New York 10022.

GERMAN DEMOCRATIC REPUBLIC (EAST GERMANY)—Travelers in German Democratic Republic (East Germany) must have a visa, issued at the border or by the Embassy of the German Democratic Republic in Washington, D.C. upon the presentation of a visa entitlement certificate or voucher, both obtainable through several U.S. travel bureaus. Overnight stays in East Berlin also require visa, but no visa required for one day trips from West Berlin to East Berlin. Transit visas are issued at border or by Embassy on the spot. For further information check Embassy of the German Democratic Republic, 1717 Mass. Ave., NW., Washington, D.C. 20036.

GERMANY, FEDERAL REPUBLIC OF (WEST GERMANY)—Tourist/business visa not required for stay up to 3 mos., in Federal Republic (West Germany) including West Berlin, if stay is temporary. For longer stay, obtain temporary residence permit from local Alien Office. Check Embassy/Consulate for specific requirements.

GHANA—Tourist visa, valid up to 14 days, $2.25, 3 photos. For stay over 14 days, apply well in advance of departure to Embassy, Washington, D.C. 20009; or Ghana Consulate-General, 150 East 58th St., New York 10022; and check specific requirements including employment regulations.

GIBRALTAR—Passport required. Visa not required for tourist. Check British Embassy/Consulate for specific requirements, including employment regulations.

GREAT BRITAIN AND NORTHERN IRELAND—(See United Kingdom.)

GREECE—Visa not required for stay up to 2 mos. for business/pleasure. Check Embassy/Consulate for specific requirements.

GREENLAND—(See Denmark.)

GRENADA—Valid passport required. Visa not required for tourist travel. Check Embassy, Washington, D.C. 20005 for specific requirements.

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GUATEMALA—Passport and visa or tourist card required. Visa valid 4 years, multiple entries, no charge. Tourist card, $1, valid 6 mos., entry within 30 days of issue. Card obtained from Consulate or airline serving Guatemala; requires personal appearance and identification (passport or birth cert.). Check Embassy/Consulate for specific requirements.

GUIANA, FRENCH—(See France.)

GUINEA—Visa valid 3 mos. $5, 1 entry; 3 photos. Apply well in advance of departure date to Embassy, Washington, D.C. 20008, or Guinea's Mission to the U.N., New York 10021; and check specific requirements.

GUINEA-BISSAU—Passport and visa required. Check Permanent Mission of Guinea-Bissau to the U.N., 211 E. 43rd St., Suite 604, New York 10017 for specific requirements.

GUYANA—Valid passport and return/onward ticket required. Visa not required of visitors; entry permit, valid 1 mo., obtained at port of entry. Certain businessmen must apply before entry. Check Embassy for specific requirements.

HAITI—Passport and visa not required of tourist for stay up to 3 mos. Tourist card, valid 30 days, $2, obtain on arrival; may apply for 2 separate 30 day extensions. Check Embassy/Consulate for specific requirements.

HONDURAS—Passport required. Visa valid up to 3 mos., no charge. Check Embassy/Consulate for specific requirements.

HONDURAS, BRITISH—(See Belize.)

HONG KONG—Tourist visa not required for stay up to 1 mo. with onward/return transportation by sea/air. Visa required all other travelers, $8.80. Apply British Embassy/Consulate and check specific requirements.

HUNGARY—Valid passport. Transit visa, valid 48 hrs. Entry visa, stay up to 30 days, 1 entry, $6, 2 photos; 2 entries, $8.50, 3 photos. Apply Embassy, Consulate or int'l frontier crossing points (except travel by train). Hotel voucher or Forint order also arranged by travel agency. Forint orders obtainable at Embassy, Consulate or border. Forint orders $7.40 per day per person if no hotel reservation or tourist arrangements. Forint orders for 10 days for stay of 30 days for visiting relatives. Visas extended in Hungary. Extra charge when arriving without visa. For business visa, specific arrangements, check Embassy, 2437 15th St. NW., Washington, D.C. 20009 or Consulate-General, 8 East 75th St., New York 10021.

ICELAND—Visa not required for stay up to 3 mos. (Period begins when entering Scandinavian area: Denmark, Finland, Norway, Sweden.) Check Embassy, Washington, D.C. 20008; or Consulate-General, New York 10017 for specific requirements.

INDIA—Visa not required if the following conditions are met: (1) traveler arrives by air or boat and is traveling as a tourist; (2) traveler has not been in India within the preceding 6 mos.; (3) stay does not exceed 30 days. All persons entering India overland must be in possession of visa issued by Indian Consular Office. Check Embassy/Consulate for specific requirements.

INDONESIA—Tourist visa, stay up to 1 mo., 1 entry, 2 photos, $2.80. Business visa, stay up to 5 wks. (can be extended), 1 entry, 2 photos, $4.80. Landing fee $15 if stay is over 30 days. $2.20 additional per person included in passport. Obtain visa before arrival. Allow 48 hrs. Apply Embassy, Washington, D.C. 20036; or Consulate General in New York 10021 or San Francisco 94104; and check specific requirements.

IRAN—Passport and visa required. Check Embassy, Washington, D.C. 20007, or Consulate, New York 10020, for specific requirements.

IRAQ—Tourist visa valid 3 mos. 1 entry, 1 photo. Apply Embassy of India, Iraqi Interests Sec., 1801 P St., NW., Washington, D.C. 20036, and check specific requirements.

IRELAND—Valid passport required. Visa not required for tourist stay up to 90 days. Tourists may be asked to show onward/return ticket, necessary travel documents or sufficient funds for stay. For residence authorization and work permits, consult Embassy/Consulate for specific requirements.

ISRAEL—Valid passport required. Tourist visa not required up to 3 mos. Apply Ministry of Interior for extension. Holders of official/diplomatic passports obtain visas prior to entry. Check Embassy/Consulate for specific requirements, and sensitive area warning.

ITALY—Visa not required for stay up to 3 mos. Apply competent authorities or Italian police for 3 mos. extension. For stays over 3 mos., or employment, and for all students, obtain visa before departure. Check Embassy/Consulate for specific requirements.

IVORY COAST—Passport and visa required. Airport/transit visa not issued in country. Obtain visa before arrival. Tourists must have onward/return ticket. Include postage for return passport by certified/regular or airmail. Check Embassy, Washington, D.C. 20008; or Ivory Coast Visa Office, 521 Fifth Ave., Suite 1604, New York 10017; for business travel and specific requirements. If outside U.S. and obtaining visa from French Embassy or Consulate, allow 3 weeks.

JAMAICA—Passport and visa not required of tourist for visit up to 6 mos. in direct travel from U.S., Puerto Rico, or U.S. Virgin Islands. Tourist must have return ticket, proof of citizenship, identity document, and sufficient funds. Tourist card issued on arrival; returned to immigration authorities on departure. Passport but no visa required if not arriving in direct travel from U.S. territory. Visa required for business or study, no charge. Business visas usually valid up to 14 days; inquire about work permit before arrival. Apply Embassy, Washington, D.C. 20009; or Consulate-General, New York 10017; or Consulates, Miami 33131; Chicago 60653; Sacramento, Calif. 95822 or Los Angeles 90031; and check specific requirements.

JAPAN—Passport and visa required. Transit visa, valid 15 days. Tourist visa, valid 60 days. Business visa, determined in relation to applicant's period of stay, maximum 180 days, or 3 yrs. Multiple entries within 48 mos. of issue. No charge. Check Embassy/Consulate for specific requirements.

JORDAN—Visa valid 4 yrs., multiple entries, no charge. Apply Embassy, Washington, D.C. 20008 or Consulates; and check specific requirements.

KENYA—Visa valid up to 6 mos., and up to 12 mos. in special cases, $3.15, multiple entries within 1 year in special cases. Transit visa $1.40, valid up to 7 days. Obtain before arrival. Apply Embassy, Washington, D.C. 20008; Kenya Tourist Office, 60 E. 56th St., New York 10022; or Beverly Hills 90212; and check specific requirements.

KOREA—No charge. All visas valid for multiple entries within 48 mos. Transit visa, valid up to 15 days. Tourist visa, valid up to 60 days. Entry visa, valid up to 60 days. 1 photo, and 1 affidavit of support required. Fine imposed for overstaying visa and for entry visa holder not registering within 60 days after entry. Check Embassy/Consulate for specific requirements.

KUWAIT—Passport and visa required. Transit visa, valid 2 days, $1. Entry visa, valid 1 mo., 1 entry, $4, 2 photos. Certain cases, Permit/Invitation to Visit required. Apply Embassy, Washington, D.C. 20008; or Consulate of the State of Kuwait, 801 2nd Ave., New York 10017; and check specific requirements.

LAOS—Passport and visa required. Check Embassy for specific requirements.

LATVIA—Visas for entry or transit are issued by Soviet diplomatic and consular representatives.*

LEBANON—Transit visa, valid 15 days, 1 entry, $2.50. Entrance visa valid 6 mos., 2 entries, $5; multiple entries, $7.50. Group visa (over 10), available on request. When applying by mail include self-addressed envelope and 90¢ for handling costs. Apply Consulate, New York 10021; and check specific requirements.

LESOTHO—Passport and visa required. Obtain visa within 48 hrs. after arrival, valid 20 days, gratis, may be renewed. Transit visa not required for travel directly by air to Jan Smuts International Airport, Johannesburg, otherwise obtain a multiple entry tourist, official or diplomatic visa, as appropriate for the Republic of South Africa prior to traveling to Lesotho. Check Embassy for specific requirements.

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LIBERIA—Transit visitor with onward ticket can remain at airport up to 48 hrs. Entry visa, valid 3 mos., 1 entry, $2, 3 photos, obtain before arrival. Exit permit required, 1 photo, obtain on arrival. Apply Embassy, Washington, D.C. 20011. Check Embassy/Consulate for specific requirements.

LIBYA—Transit visa valid 15 days, $7. Tourism or Visitors visa, valid 90 days if issued by Embassy in D.C. (30 days by other Embassies), 1 entry, $7; $10.50 for work, business or joining resident. Extension of reentry visa, $5.25. Obtain visa before arrival, 2 photos required. Check Embassy for specific requirements. Note: Libya requires an Arabic translation be in the passport before a visa is issued. Check Passport Office, Washington, D.C. for specific requirements.

LIECHTENSTEIN—Visa not required for tourist/business stay up to 3 mos. Check Embassy/Consulate of Switzerland for specific requirements.

LITHUANIA—Visas for entry or transit are issued by Soviet diplomatic and consular representatives.*

LUXEMBOURG—Valid passport required. Visa not required up to 3 mos., visa required for stays over 3 mos., $10, plus return postage for registry, 4 photos. All travelers must be in possession of sufficient funds and onward/return ticket. For student/employment, entry and other specific requirements, check Embassy/Consulate.

MACAO—Passport and visa required. Apply Portuguese Consulate in Hong Kong. Check Embassy/Consulate of Portugal for specific requirements.

MADAGASCAR, DEMOCRATIC REPUBLIC OF—Passport and visa required. Visa for stay up to 72 hrs., 1 entry, $2.30, for stay up to 1 mo., 1 entry $6.76, 2-3 entries, $13.52, 4 photos, plus return postage for registry. No personal checks. All travelers must have onward/return ticket. Check Embassy, Washington, D.C. 20008 for specific requirements.

MADEIRA—(See Portugal.)

MALAWI—Visa not required for stay up to 1 year. Entry visa, no charge, for stay over 1 year, 2 photos required. Check specific regulations regarding women's dress and men's hair length with the Embassy, Washington, D.C. 20036; or Malawi Mission to the U.N., New York 10017.

MALAYSIA—Tourist visa not required for stay less than 3 mos. Visa required for employment, business, research, educational purpose, and other professional visit, $2.73. Business visa not required for stay less than 14 days. Apply Embassy, Washington, D.C. 20008, and check specific requirements.

MALDIVES (MALDIVE ISLANDS)—Passport required. Visa not required. Check Embassy, 25 Melbourne Ave., Colombo 4, Sri Lanka (Ceylon), for specific requirements.

MALI—Visa valid 1 wk., $8, obtain before arrival, 2 photos required. Apply Embassy, Washington, D.C. 20008; or Permanent Mission of Mali to the U.N., New York 10021. If applying by mail, include stamped, self-addressed envelope. Apply for renewals in Mali. If in country without Malian Mission, cable visa request to "le Directeur des Services de Securite, Bamako, Mali." Check Embassy for specific requirements.

MALTA—Passport required. Visa not required for stay up to 3 mos. Check Embassy, Washington, D.C. 20008; or Consulate for specific requirements.

MARTINIQUE—(See France.)

MAURITANIA—Visa valid 3 mos., 3 photos, $10. Apply Embassy, Washington, D.C., 20008; or Mission of Mauritania to the U.N., New York 10018, and check specific requirements.

MAURITIUS—Visa required, no charge except postage. Apply Embassy, Washington, D.C. 20008, and check specific requirements.

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MEXICO—Passport and visa not required of U.S. citizens visiting solely for tourism, in transit, or study up to 90 days. Tourist card is required, valid 3 mos., 1 entry, no charge, multiple entries, no charge; 4 photos 2" x 2" required. First entry must be within 90 days of issuance, either card valid up to 180 days from date of first entry. Tourist cards not renewable or extendable in Mexico. If children are included with parents, they must leave Mexico together, unless prior arrangements are made with Mexican Dept. of Immigration. Apply for tourist cards from Mexican Consulates, Mexican Government Tourist Department Offices, Mexican Immigration Office at ports of entry and airlines serving Mexico. Proof of citizenship required.

A traveler entering for other than tourism or for a prolonged stay should inquire at Mexican Consulate regarding documentation required. Check Embassy/Consulate for specific requirements.

MICRONESIA—(See Trust Territory of the Pacific Islands.)

MIQUELON—(See France.)

MONACO—(See France.)

MOROCCO—Visa not required up to 3 mos. Apply to local authorities for longer stay. Check Embassy/Consulate for specific requirements.

MOZAMBIQUE—For travel to Mozambique, apply Permanent Mission of the People's Republic of Mozambique, 866 U.N. Plaza, New York 10017; apply well in advance.

NEPAL—Passport and visa required. Visa valid 3 mos. for stay up to 30 days, $5 per person, 1 photo. Apply Embassy, Wash., D.C. 20008; or Nepal Mission, 1806 Third Avenue, Suite 1806, New York 10017, or any Nepalese Mission aboard. 7 day visa issued at Kathmandu Airport upon arrival.

NETHERLANDS—Passport required. Visa not required for pleasure/business up to 90 days. Tourist may be asked to show onward/return ticket, necessary travel documents or sufficient funds for stay. For residence authorization and work permit, consult Embassy/Consulate for specific requirements.

NETHERLANDS ANTILLES—(Aruba, Bonaire, Curacao, Saba, St. Eustatius, St. Maarten)—Visa not required. Valid passport or proof of U.S. citizenship required. Tourists may be asked to show onward/return ticket, necessary travel documents, or sufficient funds for stay. Check Netherlands Embassy/Consulate for specific requirements.

NEW GUINEA, PAPUA—(See Papua New Guinea.)

NEW ZEALAND—Visa not required for stay up to 30 days if holding onward tickets. Visa valid 48 mos., multiple entries, proof of fully-paid ticket for onward/return journey, no charge. Maximum stay usually 3 mos. Apply Embassy, Washington, D.C. 20008; or Consulate-General, New York 10020; San Francisco 94111; or Los Angeles 90024; and check specific requirements.

NICARAGUA—Passport and visa required. Check Embassy/Consulate for specific requirements.

NIGER—Passport and visa required. Obtain visa before arrival. Transit/tourist visa up to 1 wk., no charge; 1 wk. to 3 mos., $6.25, 2 photos. Tourist visa requires (1) letter from travel agent regarding round trip ticket or (2) bank guarantee of deposit. Alien card for prolonged stay, $1.25, yearly renewal, $6.25. Prior arrangements required for stays over 3 mos. Check Embassy for specific requirements.

NIGERIA—Transit visa, $2.30. Visa valid 1 entry within 3 mos., $2.30, 3 photos. Obtain before arrival. All persons must carry passport or relevant document/onward ticket at all times. Apply Embassy, Washington, D.C. or Nigerian Consulate-General, New York 10022 or San Francisco 94108, and check specific requirements.

NORWAY—Visa not required for stay up to 3 mos. (Period begins when entering Scandinavian area: Finland, Sweden, Denmark, Iceland.) Check Embassy/Consulate for specific requirements.

OKINAWA—(See Japan.)

OMAN—Tourist visa not issued. Business visa, 1 entry, $9, valid 7 days, 2 photos, letter from person's company and letter of invitation from sponsor in Oman. For specific requirements, check Embassy of The Sultanate of Oman, Washington, D.C. 20008.

PAKISTAN—Passport required. Visa not required for transit stay up to 15 days, or tourist stay up to 30 days, no extensions granted. For prolonged stay or stays other than tourism, check Embassy/Consulate for specific requirements.

PANAMA—Valid passport and visa, or tourist card and evidence of citizenship; round trip/onward ticket. Tourist visa, valid 48 mos., no charge. Tourist card, valid 30 days, $2; obtain from airline serving Panama. Traveler on int'l flights staying overnight in Panama must have visa or tourist card; such planes do not land in Canal Zone. Check Embassy/Consulate for specific requirements.

PAPUA NEW GUINEA—Passport and visa required. Check Embassy, Washington, D.C. 20036, for specific requirements.

PARAGUAY—Passport required, visa not required for stay up to 90 days. Check Embassy/Consulate for specific requirements.

PERU—Valid passport required. Tourist must have sufficient funds for stay and return ticket. Check Embassy/Consulate for currency regulations and specific requirements.

PHILIPPINES, REPUBLIC OF THE—For entry at Manila International Airport: Visa not required for transit/tourist stay up to 21 days; must have valid passport, onward/return tickets. Temporary visitor visa, valid for stay up to 59 days, no charge, 1 photo, onward/return tickets. Additional requirements for dependents of U.S. military personnel not traveling on orders, letter of no objection from Commanding Officer and letter of support from sponsor. For entry at Clark Air Force Base/Subic Naval Base and in applying for other types of visas: Check with Embassy/Consulate for specific requirements.

POLAND—Valid passport, 2 photos. Transit visa, valid 48 hrs., single entry $5.50, youth up to 24 yrs. of age $4.50; double entry $8.50, youth up to 24 yrs. of age $6.50, visa of country of destination. Regular visa for business, cultural-educational, scientific, tourist and visit purposes, valid up to 90 days 1 person, 1 entry $10, youth up to 24 yrs. $8, 2 to 4 entries $20, youth up to 24 yrs. of age $16. Currency exchange required $15 per day, reduced currency exchange rate $7 per day, e.g., for students. Apply Embassy, Washington, D.C. 20008, or Consulate-General, Chicago 60610 or New York 10016 and check specific requirements.

PORTUGAL—Valid passport required. Visa not required for visit up to 60 days. Visa required for visits over 60 days. Visa fee, $7.80, single passport; $11.76, joint passport. Visa must be used within 120 days. Check Embassy/Consulate for specific requirements and entry of pets.

QATAR—Passport and visa required. Visa valid 6 mos., 2 photos, no charge. Check specific requirements with Embassy of the State of Qatar, Washington, D.C. 20037.

RHODESIA—Inquire nearest British Embassy/Consulate.

ROMANIA—No charge. Transit visa, valid 72 hrs. Tourist visa, valid 60 days, can be extended up to 120 days, no photos. Apply Embassy or point of entry. Entry visa for businessman, educator, etc., apply only at Embassy. Obtain reentry visas at Embassy before departure. Currency exchange, $10 per day, all visitors, inquire Embassy for exceptions. When applying by mail, include stamped self-addressed envelope. Check Embassy for specific requirements.

RWANDA—Passport and visa required. Visa for stay up to 3 mos., $10, 4 photos. Fee of $1.50 or postage stamps for return of passport by mail. Obtain visa before departure. Apply Embassy, Washington, D.C. 20009 and check specific requirements.

SABAH—(See Malaysia.)

ST. PIERRE—(See France.)

SALVADOR—(See El Salvador.)

SAMOA, WESTERN—Passport required. Visa required for stay over 30 days, 1 photo. Apply Embassy of New Zealand, Washington, D.C. 20008, or New Zealand Consulates-General, New York, Los Angeles, San Francisco; check specific requirements.

SARAWAK—(See Malaysia.)

SAUDI ARABIA—Transit visa, valid 72 hrs. no charge, must have onward ticket. No tourist visa issued at this time. For specific information regarding business, visitor, or work visa, check Embassy, Washington, D.C. 20036; or Consulate, New York 10017.

SCOTLAND—(See United Kingdom.)

SENEGAL—Transit visa, up to 3 days, $2.40. Entry visa (tourist or business) 3 days-3 mos., $4.75; 2 photos. Include postage fees for return registered airmail. Apply Embassy, Washington, DC 20008; or Permanent Mission of Senegal to the U.N., New York 10017; and check specific requirements.

SEYCHELLES—Valid passport required. Tourist may be asked to show onward/return ticket or sufficient funds for stay. Check specific requirements with the Permanent Mission of Seychelles to the U.N., 201 E. 42d St., 8th Floor, New York 10017.

SIERRA LEONE—Valid passport and visa required. Transit visa may be obtained upon arrival. Ordinary visa, valid up to 1 mo., for 1 entry within 3 mos., $6.50, 3 photos. Require return/onward ticket and proof of financial support from bank or employer. Include $1 postage fee for return registered mail. Allow 1 month. Apply Embassy, Washington, D.C. 20009, or Consulate-General, New York, 10022; and check specific requirements.

SINGAPORE—Valid passport required. Visa not required for tourist or social visit for stay up to 90 days. Visa required for other purposes, $6, 3 photos. Apply Embassy, Washington, D.C. 20009, and check specific requirements.

SOMALI DEMOCRATIC REPUBLIC—Visa required, valid 3 mos., 4 photos, $14. Traveler must have onward ticket. Check Embassy, Washington, D.C. 20037 for specific requirements. Where Consulate of Somalia not available, contact Consulate of Italy.

SOUTH AFRICA, REPUBLIC OF—Valid passport required. Visa, valid 1 yr., multiple entries if passport remains valid, no charge; obtain before arrival. Onward/return ticket required. Apply Embassy, Washington, D.C. 20008, Consulate-General, New York 10022, San Francisco 94104, Houston 77056, or Chicago 60611; and check specific requirements. Allow 1 mo.

SPAIN—Valid passport required. Visa not required for stay up to 6 mos. For stay over 180 days, check Embassy/Consulate for specific requirements.

SRI LANKA (formerly Ceylon)—Tourist visa not required for stay up to 1 mo. with valid passport, visa (if necessary) for next destination and onward/return ticket. Visit visa, valid 3 mos., 2 photos, 42¢. Include return postage of $1.75. Apply Embassy, Washington, D.C. 20008; and check specific requirements.

SUDAN—Transit visa, stay up to 7 days, valid 3 mos., $8.73. Entry/tourist visa, valid 3 mos. $13.13. Visa required for next destination. 3 photos. Check Embassy/Consulate for specific requirements.

SURINAME—Passport and onward/return ticket required. Check specific requirements with the Embassy of The Republic of Suriname, Washington, D.C. 20037.

SWAZILAND—Passport required. Visa not required. Visitors entering from South Africa report Imm. Dept or police station within 48 hrs. except when lodging in a hotel on night of arrival. Visitors entering from Mozambique exempt. Temp. residence permit required for stays over 60 days. Apply Imm. Dept., Mbabane. Visa required for Republic of South Africa if entering from Swaziland.

SWEDEN—Visa not required for stay up to 3 mos. (Period begins when entering Scandinavian area: Finland, Norway, Denmark, Iceland.) Check Embassy/Consulate for specific requirements.

SWITZERLAND--Tourist/business visa not required for stay up to 3 mos. Check Embassy/Consulate for specific requirements.

SYRIAN ARAB REPUBLIC—Check specific requirements with the Embassy of Syria, 2215 Wyoming Avenue, NW., Washington, D.C. 20008.

TAHITI, SOCIETY ISLANDS—(See France.)

TAIWAN—Passport and visa required. Transit visa, for stay up to 2 weeks, cannot be extended. Tourist visa (a) for stay up to 2 mos., tourist visa (b) for stay up to 6 mos.; all multiple entries. For stay over 6 mos., apply for entry visa 1 mo. in advance. Check with Coordination Council for North American Affairs (CCNAA) for business travel and specific requirements. The Headquarters of CCNAA is located at 5161 River Road, NW., Washington, D.C. 20016. Offices are in Atlanta, Chicago, Honolulu, Houston, Los Angeles, New York, San Francisco, and Seattle.

TANZANIA—Transit visa, 35¢, entry visa $3.15. Obtain before arrival. Also require onward/return ticket, letter of guarantee from travel agent/employer and proof of financial support while in country. 1 photo. Apply Embassy, Washington, D.C. 20008; or Principal Immigration Officer, P.O. Box 512, Dar es Salaam. ZANZIBAR—Visas for Mainland Tanzania are also valid for Zanzibar.

THAILAND—Passport required. Visa not required for total stay up to 15 days, no extensions. Tourist visa, valid 90 days, 3 photos, also must be in possession of onward/return ticket. Businessmen obtain nonimmigrant visa if stay will exceed 15 days. Check Embassy/Consulate for specific requirements, including sufficient funds for stay.

TOGO—Passport and visa required. Visa valid 1-14 days, $2.39; 15-30 days, $3.58; 1-3 mos., $7.15. 3 photos. Include postage for passport return by registered mail. Apply Embassy, Washington, D.C. 20008; or Permanent Mission of the Republic of Togo to the U.N., New York 10016. Check Embassy/Mission for specific requirements.

TRIESTE—(See Italy for City of Trieste, and Yugoslavia for other areas included in former free territory.)

TRINIDAD AND TOBAGO—Passport required. Visa not required for tourist stay up to 6 mos., must have onward/return ticket. Persons entering for residence, business, etc., or staying longer than 6 mos., check visa requirements with Embassy/Consulate well in advance of departure.

TRUST TERRITORY OF THE PACIFIC ISLANDS (Carolines, Marianas other than Guam, Marshalls)—Entry permit not required of tourist/visitor up to 30 days. Entry permit for all other travelers and for stays over 30 days. Obtain necessary forms from airline/shipping agent servicing Trust Territory. Must have proof of citizenship (passport or birth cert.), sufficient funds for stay, onward/return ticket and valid visa to destination beyond Trust Territory. 30 day extensions may be granted. Apply High Commissioner, Trust Territory of the Pacific Islands, Saipan, Mariana Islands 96950; check for specific requirements.

TUNISIA—Visa not required of tourist for stay up to 4 mos. Check Embassy/Consulate for specific requirements.

TURKEY—Visa not required for stay up to 3 mos. Visa for stay over 3 mos., 1 entry, $3.30; multiple entries, $9.90. Check Embassy/Consulate for specific requirements.

UGANDA—Transit visa, valid for entry within 3 mos., 35¢. Ordinary or continuous tourist visa, valid for entry within 1 yr., $3.15. Single entry visa for businessmen/educators, valid for entry within 3 mos., $3.15. Obtain visa before arrival. 1 photo required. Apply Embassy, Washington, D.C. 20011 or Uganda Mission to the U.N., New York 10017; Uganda High Commissions/Embassies abroad; or write Principal Immigration Officer, P.O. Box 7165, Kampala, Uganda. Check Embassy/Consulate for specific requirements, also clothing requirements.

UNION OF SOVIET SOCIALIST REPUBLICS—Visa valid 3 mos., 1 entry, no charge, 3 photos. Make travel arrangements through a travel agency which has a contract with Intourist (USSR travel agency) or cooperates with a travel agency having an arrangement with Intourist. The travel agency will in turn handle the Soviet visa application. Check Embassy/Consulate for specific requirements.

UNITED ARAB EMIRATES—Passport and visa required. Tourist/business visa, valid 3 mos., 1 entry, $2.75, for stay up to 30 days, 3 photos. Sponsorship required. No personal checks. Apply Embassy, Washington, D.C. 20037, and check specific requirements.

UNITED ARAB REPUBLIC—(See Egypt, Arab Republic of.)

UNITED KINGDOM—Visa not required. Check Embassy/Consulate for specific requirements and laws/regulations for travelers other than tourists.

UPPER VOLTA—Tourist/transit visa, valid up to 3 mos. from date of issue, $2, 2 photos. Fee of $1.50 for return of passport by mail. Apply Upper Volta Permanent Delegation to the U.N., New York 10017; or Embassy, Washington, D.C. 20011. Check Delegation/Embassy for specific requirements.

URUGUAY—Passport required. Visa not required for stay up to 3 mos. Check Embassy/Consulate for specific requirements.

VENEZUELA—Passport and visa/tourist card required. Tourist card can be obtained from carriers, no charge, valid 45 days, cannot be extended. Tourist visa valid 45 days, no charge, required personal appearance before consulate, may be extended in the country. Business visa, valid 30 days, issued at consulate. All travelers except tourist required to pay $18 exit tax. Check Embassy/Consulate for specific requirements.

WALES—(See United Kingdom.)

WEST INDIES (BRITISH)—Passport and visa not required for stay up to 6 mos. (LEEWARD ISLANDS . . . ANTIGUA, BRITISH VIRGIN ISLANDS, ST. KITTS-NEVIS, MONTSERRAT)—Return ticket to U.S. and document establishing identity necessary. Return/onward ticket necessary. (DOMINICA)—Document establishing nationality and identity and return ticket to the U.S. necessary. Apply British Embassy/Consulate for longer stay/specific requirements.

WEST INDIES, FRENCH—(See France.)

YEMEN ARAB REPUBLIC—Transit visa, $1, valid 48 hrs. Multiple entry transit visa, $2. Tourist visa, $2, valid 3 mos. Entry visa, $4, valid 3 mos. Multiple entry visa, $8, valid 6 mos., 3 photos. Only money orders accepted. Include return postage of $1.50 plus 20¢ each additional passport mailed to same address. Apply Yemen Mission to the U.N., 211 East 43rd St. (Suite 1904), New York 10017; or Embassy of Somalia, Washington, D.C. 20037, and check specific requirements.

YUGOSLAVIA—Visa valid up to 1 yr., no charge. Check Embassy/Consulate for specific requirements.

ZAIRE (formerly Congo, Democratic Republic of the (Kinshasa))—Transit visa, valid up to 8 days, 1 way, $2, roundtrip, $4. Temporary visa, valid 1-3 mos., 1 entry, $4, multiple entries, $6; valid 6 mos., 1 entry, $6 mos., multiple entries, $8. Exit and return visa, 1 entry, $5, multiple entries, $8; these two visas only granted in Kinshasa. 1 photo required. Apply Embassy, Washington, D.C. 20009, or Permanent Mission to the U.N. of the Republic of Zaire, New York 10017. Check Embassy/Mission for specific requirements.

ZAMBIA—Transit visa, 40¢. Tourist visa valid up to 6 mos., $3.30. Business visa valid up to 6 mos., $3.30, 2 photos. Obtain visa before arrival. Apply Permanent Mission of Zambia to the U.N., New York 10022; or Embassy, Washington, D.C. 20008, and check specific requirements.

ZANZIBAR—(See Tanzania.)

WORLDWIDE CLIMATE CHART

CITY	SUMMER Average Temp.	SUMMER Precip. days/mo.	FALL Average Temp.	FALL Precip. days/mo.	WINTER Average Temp.	WINTER Precip. days/mo.	SPRING Average Temp.	SPRING Precip. days/mo.
Amsterdam	60-62	10	42-57	11	34-38	11	41-54	8.5
Athens	75-85	3.5	60-75	8	45-55	12	55-70	9
Barcelona	70-75		55-70		48-52		52-62	
Belgrade	68-72	13.5	45-65	12	30-35	12.5	45-65	14.5
Brussels	60-65	16	45-60	17	35-40	15	45-55	16
Copenhagen	58-65	14.5	45-50	15.5	32-38	15.5	38-53	13.5
Dublin	55-60	17.5	45-55	17.5	40-45	20	40-50	17.5
Frankfurt	60-65	14	38-55	13.5	32-38	15	40-55	13.5
Helsinki	55-60	12.5	35-50	14	22-30	18	30-45	18
Istanbul	70-75	3.5	55-70	8	40-48	10	45-63	8
Lisbon	70-75	3	55-70	10	50-55	13	55-65	11.5
London	60-65	10	45-55	12	40-43	11	42-55	9
Madrid	68-75	4	48-65	8.5	40-45	9.5	50-60	10
Monte Carlo	68-72		52-68		45-50		50-62	
Moscow	55-62		30-50		10-14		25-50	
Oslo	45-60	12.5	35-55	11.5	25-30	13.5	35-50	11
Paris	60-65	12	45-60	13	35-40	14	45-55	14
Rome	72-78	3	55-70	8	45-50	10.5	52-65	8.5
Stockholm	55-60	14.5	35-50	15	25-30	15	30-50	12.5
Tangiers	70-75		60-70		54-58		55-65	
Tel Aviv	72-78	0	58-75	3	45-50	11	55-65	4
Tokyo	70-80		45-62		40-45		55-70	
Warsaw	63-68	14	35-65	12.5	25-30	15	35-65	11.5
Zurich	60-65	14	40-55	12	25-32	12.5	40-55	13.5